SWIFT
Statewide Integrated Financial Tools

Vendors MUST have a User ID and Password in order to access and navigate the Supplier Portal.

Individual users at the vendor must each have a **unique User ID**.

To look up existing User IDs and to request new User IDs, first access the Supplier Portal online at http://supplier.swift.state.mn.us.

1. Click the *Create a new User ID* link located under the **Sign In** button.

2. The *Vendor Registration Step 1 of 9: ID Numbers* page is displayed.

3. Enter your company's name as it appears on your tax return in the *Vendor Name* field.

4. Select the TIN (Taxpayer Identification Number) Type of your company by clicking the dropdown list.

5. Enter your company's Tax Identification Number (TIN) into the TIN field. This is the 9-digit number assigned to your company when you registered with the Federal Government OR enter your social security number, if you are an individual.
   Note: The DUNS and CCR numbers are not required fields.

6. Click the **Next** button.

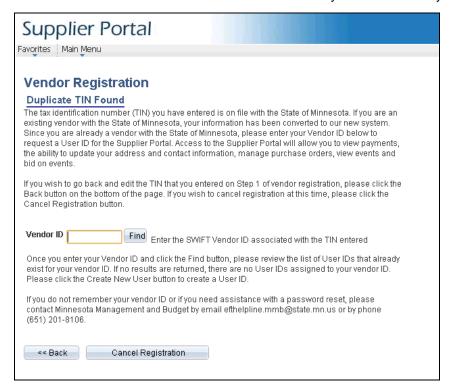7. The *Duplicate TIN Found* page is displayed. Use this page to determine if User IDs already exist for your company.
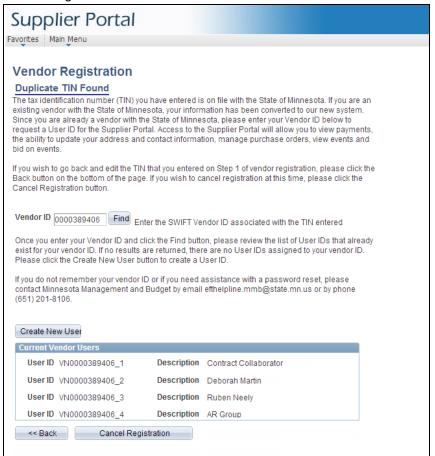   **Note:** The *Duplicate TIN Found* page is displayed **only** for companies already approved as a vendor with the State. If the *Duplicate TIN Found* page does not display, then either the wrong TIN was entered or your company is not currently approved as a Vendor with the State.

8. Enter your SWIFT Vendor ID in the *Vendor ID* field.
   Note: If you do not know your SWIFT Vendor ID, use the Vendor ID Lookup Tool at http://www.mmb.state.mn.us/vendor-ids/current-vendors to find it. You will need to know your previous 11-digit vendor number to obtain your new SWIFT vendor ID. If you do not know your previous vendor number, contact the **Minnesota Management and Budget (MMB) helpline at (651) 201-8106** or efthelpline.mmb@state.mn.us to request it. Please include your full business name and address in your request.

9. Click the **Find** button to check for User IDs already associated with your company.

Supplier Portal

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Vendor Registration

Duplicate TIN Found

The tax identification number (TIN) you have entered is on file with the State of Minnesota. If you are an existing vendor with the State of Minnesota, your information has been converted to our new system. Since you are already a vendor with the State of Minnesota, please enter your Vendor ID below to request a User ID for the Supplier Portal. Access to the Supplier Portal will allow you to view payments, the ability to update your address and contact information, manage purchase orders, view events and bid on events.

If you wish to go back and edit the TIN that you entered on Step 1 of vendor registration, please click the Back button on the bottom of the page. If you wish to cancel registration at this time, please click the Cancel Registration button.

Vendor ID [   ] [Find]   Enter the SWIFT Vendor ID associated with the TIN entered

Once you enter your Vendor ID and click the Find button, please review the list of User IDs that already exist for your vendor ID. If no results are returned, there are no User IDs assigned to your vendor ID. Please click the Create New User button to create a User ID.

If you do not remember your vendor ID or if you need assistance with a password reset, please contact Minnesota Management and Budget by email efthelpline.mmb@state.mn.us or by phone (651) 201-8106.
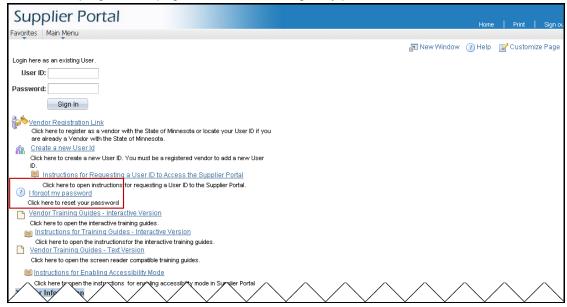
[<< Back]   [Cancel Registration]

10. SWIFT displays a list of existing vendor User IDs. If the list contains no names, then there are no existing users.

11. If you wish to use one of the existing User IDs and don't know the password, click the *Home* link at the top right of the page and then click *I forgot my password*.
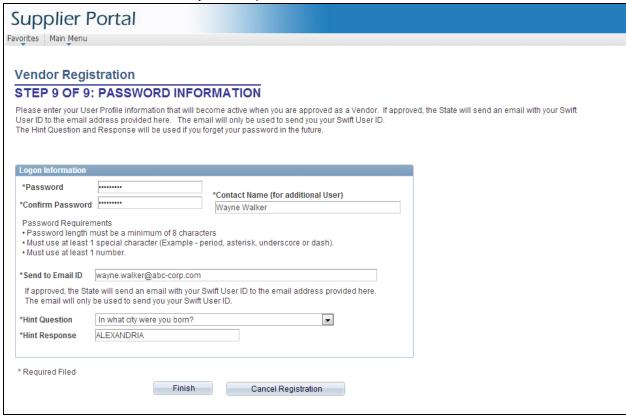
12. If the list does not contain the User ID you need, click the **Create New User** button.

Supplier Portal

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Vendor Registration

Duplicate TIN Found

The tax identification number (TIN) you have entered is on file with the State of Minnesota. If you are an existing vendor with the State of Minnesota, your information has been converted to our new system. Since you are already a vendor with the State of Minnesota, please enter your Vendor ID below to request a User ID for the Supplier Portal. Access to the Supplier Portal will allow you to view payments, the ability to update your address and contact information, manage purchase orders, view events and bid on events.

If you wish to go back and edit the TIN that you entered on Step 1 of vendor registration, please click the Back button on the bottom of the page. If you wish to cancel registration at this time, please click the Cancel Registration button.

Vendor ID `0000389406` [Find] Enter the SWIFT Vendor ID associated with the TIN entered

Once you enter your Vendor ID and click the Find button, please review the list of User IDs that already exist for your vendor ID. If no results are returned, there are no User IDs assigned to your vendor ID. Please click the Create New User button to create a User ID.

If you do not remember your vendor ID or if you need assistance with a password reset, please contact Minnesota Management and Budget by email efthelpline.mmb@state.mn.us or by phone (651) 201-8106.

[Create New User]

Current Vendor Users

User ID	VN0000389406_1	Description	Contract Collaborator
User ID	VN0000389406_2	Description	Deborah Martin
User ID	VN0000389406_3	Description	Ruben Neely
User ID	VN0000389406_4	Description	AR Group

[<< Back] [Cancel Registration]

13. SWIFT displays the *Step 9 of 9: Password Information* page.
14. Enter the following User Profile information.
    a. **Password** – Must be 8 characters in length and contain a number and special character.
    b. **Confirm Password** – Re-enter your password
    c. **Send to Email ID** – SWIFT sends an email with your new User ID to this email address. This is also the email address used for future notifications to this user.
    d. **Hint Question** – Select a question by clicking the *Look up Hint Question* dropdown list.
    e. **Hint Response** – Provide the answer to the Hint Question you selected.
    f. **Contact Name** – This identifies the user associated with this ID. It can be an individual user name, a title, "Contract Coordinator," or a group, e.g., "AR Team."

15. Click the **Finish** button once you have provided the User Profile information.

16. SWIFT displays a confirmation message indicating that you have completed the registration process for a new User ID. An email is sent to the email address you entered in Step 14 above with your new User ID. Follow the instructions on the email to access the Supplier Portal.